

Sistema de Treinamento Tempus EVV

Como acessar seu treinamento EVV



Conteúdo

Para ir para uma secção, toque no nome

Fazer Login (Iniciar Sessão)

Inscrever-se para Treinamento

Alterar o Idioma Predefinido

Fazer login (Iniciar Sessão)

- 1 As etapas a seguir orientam como fazer login e agendar treinamento presencial ou on-line. Para acessar o sistema de treinamento, clique em:

<https://tempusunlimitedevvtraining.talentlms.com/index>

O sistema exibirá esta tela (ecrã).



- 2 Clique em **Login** (Fazer login) no canto superior direito e uma tela (ecrã) de login será exibida.



3

Na caixa de login, digite (imprima) seu nome de usuário e senha.

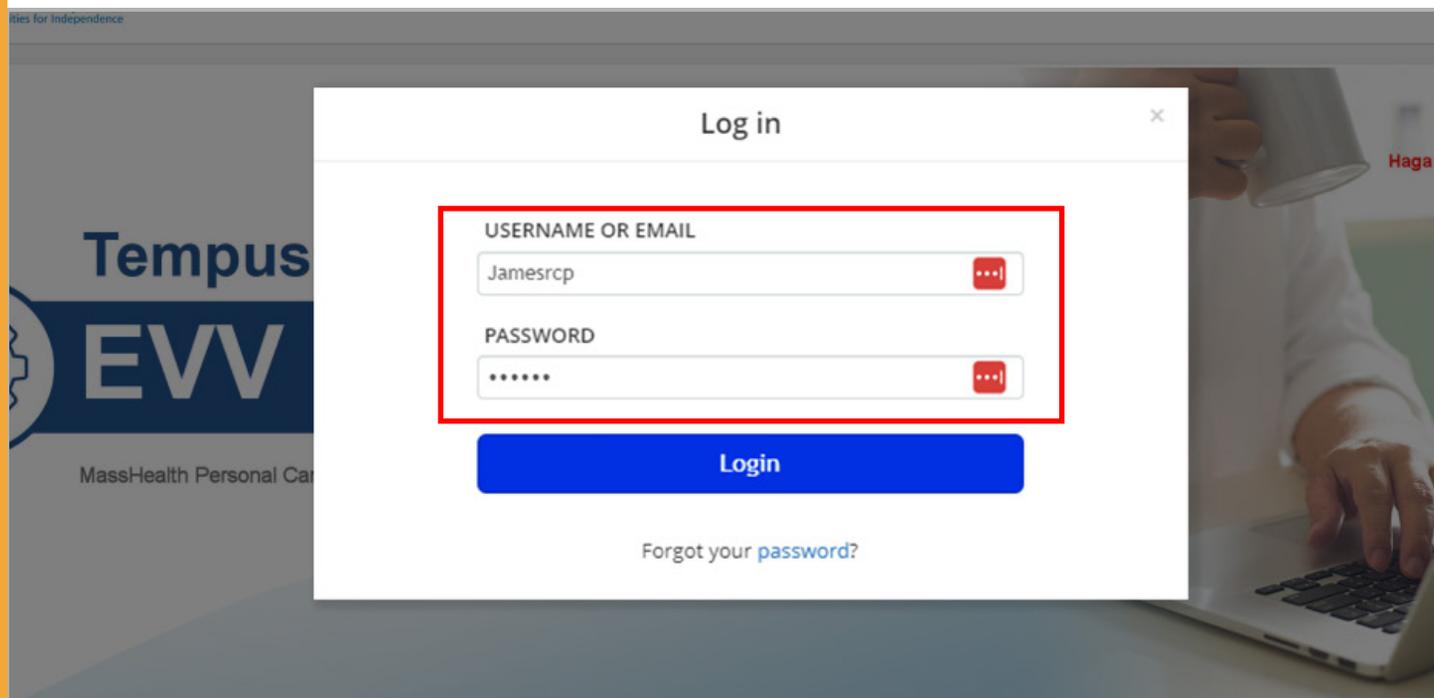
Nome de Usuário ou e-mail

Use seu endereço de e-mail.

Senha

Use os quatro últimos dígitos de seu seguro social seguidos da sua data de nascimento MMDDAAAA (sem espaços ou barras) – Exemplo 123402011995

Observação: Esta informação permite que a Tempus confirme quem se inscreveu no treinamento e é para esse e-mail que serão enviadas as suas notificações. Depois clique no botão azul **Login** (Iniciar Sessão).



Inscrever-se Para Treinamento

1

Clique no botão **Click here to sign up for training** (Clique aqui para se inscrever para treinamento).

Home

EVV Training Registration Steps

- 1 Choose training type
- 2 PCAs complete the Training Attestation Consumers opt out of Training Attestation
- 3 Register for Virtual or In-Person Training
- 4 Receive registration confirmation via email

Log in to your HHAExchange account.

Click here to sign up for training

COURSE CATALOG
Find new courses

PROGRESS
Find out how you are doing with your training

CALENDAR
View current and upcoming events

2

Escolha o método de entrega do curso de sua preferência (presencial, ministrado por Instrutor, Virtual via Zoom, ou a Ritmo Próprio) clicando no ícone ou na caixa de seleção. Estes métodos estão disponíveis em Inglês ou Espanhol.

Observação: Em setembro, o sistema também exibirá uma opção individualizada, para quem prefere aprender em seu próprio ritmo.

Home / Course catalog

Search courses

Name

TYPE OF INSTRUCTION

In-Person Training (1)

Virtual Training (2)

Formación virtual

In-Person Training

Virtual Training

Formación virtual

In-Person Training

Virtual Training

1 to 3 of 3

3

Depois que a página de treinamento aparecer, clique duas vezes no botão do curso para selecioná-lo.

HOME JAMES RINGROSE | LEARNER Search ↗

Home / Course catalog / In-Person Training

In-Person Training

This training is in-person.

NOTE: You must complete your attestation before you select your preferred training time and location.

Duration: 1 hour

The benefits of attending training in person training includes having dedicated support team members on site to help you with:

- Signing into the EVV Portal (Consumers and PCAs))
- Installing the EVV Mobile application on your mobile device
- Consumers and PCAs – answering your EVV questions

During this training, consumers, surrogates and PCAs will learn about EVV and how to use the EVV Mobile Application and Portal for timekeeping and processing timesheets.

The Training agenda includes:

1. Introduction to EVV
2. EVV Portal setup process

4

PCAs, preenchem o formulário de atestado que permite à Tempus pagar aos PCAs pela participação no treinamento EVV.

Os Consumidores/Substitutos não precisam preencher o formulário de atestado e cancelarão a inscrição na próxima página. Clique em **Begin** (Começar) para iniciar.

PCA's Attestation RESOURCES

TEMPUS UNLIMITED, INC. Opportunities for Independence

MENU

EVV Training Attestation Form ✓

EVV Training Attestation Form

Version: 3.0 - Dated: 12/22/23 - Published: RCP

BEGIN

5

Para Consumidores/Substitutos, cliquem em **Exit** (Sair) para cancelar e prosseguir para se registrar no treinamento EVV.

Os Consumidores/Substitutos agora podem pular para a etapa 9.

Para PCAs, clique em **I am a PCA** (Sou um PCA).

The screenshot displays a web interface for 'PCA's Attestation'. On the left, there is a sidebar with the 'TEMPUS UNLIMITED, INC. Opportunities for Independence' logo and a 'MENU' section containing 'EVV Training Attestation Form'. The main content area features two instructions: 'If you are a Consumer or Surrogate, you don't need to complete this attestation. Please click on the button below to exit.' with an 'Exit' button, and 'If you are a PCA, and have completed the required modules, please click this button to fill out the attestation form to get paid.' with an 'I am a PCA' button. The interface includes a video player control bar at the bottom with a play button, a progress bar, and icons for volume, settings, and full screen.

6

Os PCAs preenchem o atestado antes de se registrarem para serem pagos pelo treinamento EVV. Depois de participarem do treinamento, eles serão pagos.

The screenshot shows a web application interface for 'PCA's Attestation'. On the left is a sidebar with the 'TEMPUS UNLIMITED, INC.' logo and a 'MENU' containing 'EVV Training Attestation Form'. The main content area has a blue header 'PCA EVV Training Attestation Form'. Below the header, it states: 'This form is used to pay you after you have completed the mandatory EVV training. EVV training should not be listed on your normal timesheet.' It then asks the user to attest to the following:

1. I am a PCA in the MassHealth PCA program.
2. I have received a letter from Tempus Unlimited, Inc. saying that it is my turn to start using EVV.
3. I am not exempt from EVV. This means that I am required to use EVV.
4. I will complete my mandatory EVV training.
5. I will NOT include EVV training on my normal timesheet. I am not allowed to include EVV training on my normal timesheet. Instead, I will get paid for attending EVV training by completing this form and then attending my EVV training.
6. I will only be paid for completing EVV Training ONCE. I will not be paid for taking EVV training more than one time. I will not be paid for more than one (1) hour of EVV training.

At the bottom left, the timestamp '12/29/2023, 09:36:57' is displayed. At the bottom right, there is a blue button labeled 'CONTINUE'. The interface also includes a 'RESOURCES' link in the top right and a video player control bar at the bottom.

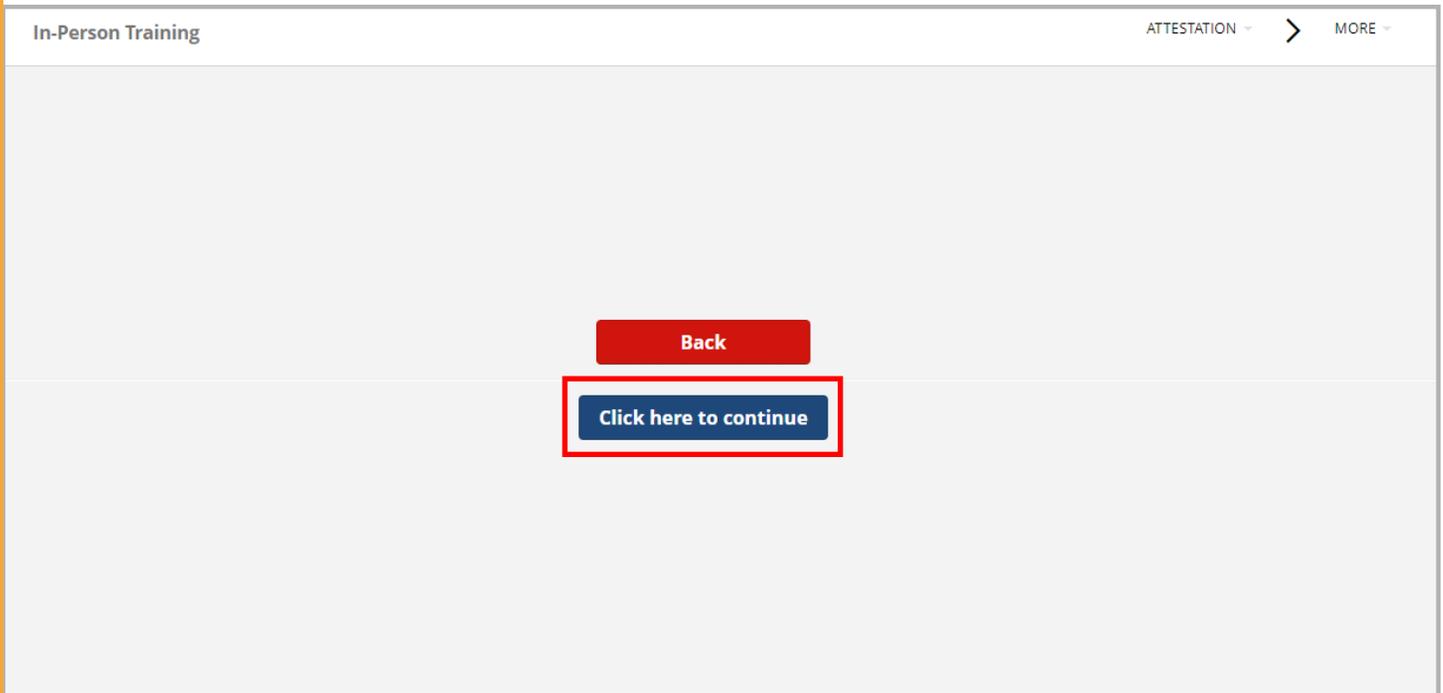
7

Quando terminar, clique em **Next** (Próximo). Agora feche a janela de confirmação e prossiga com a inscrição no treinamento.

The screenshot shows the completion screen of the 'PCA's Attestation' module. It features a background image of a caregiver assisting an elderly person. The text 'You have completed this module.' is centered in blue. Below this text is a blue button with a white border labeled 'BACK TO EVV TRAINING'. The interface includes the same sidebar as the previous screenshot and a 'RESOURCES' link in the top right. A video player control bar is visible at the bottom.

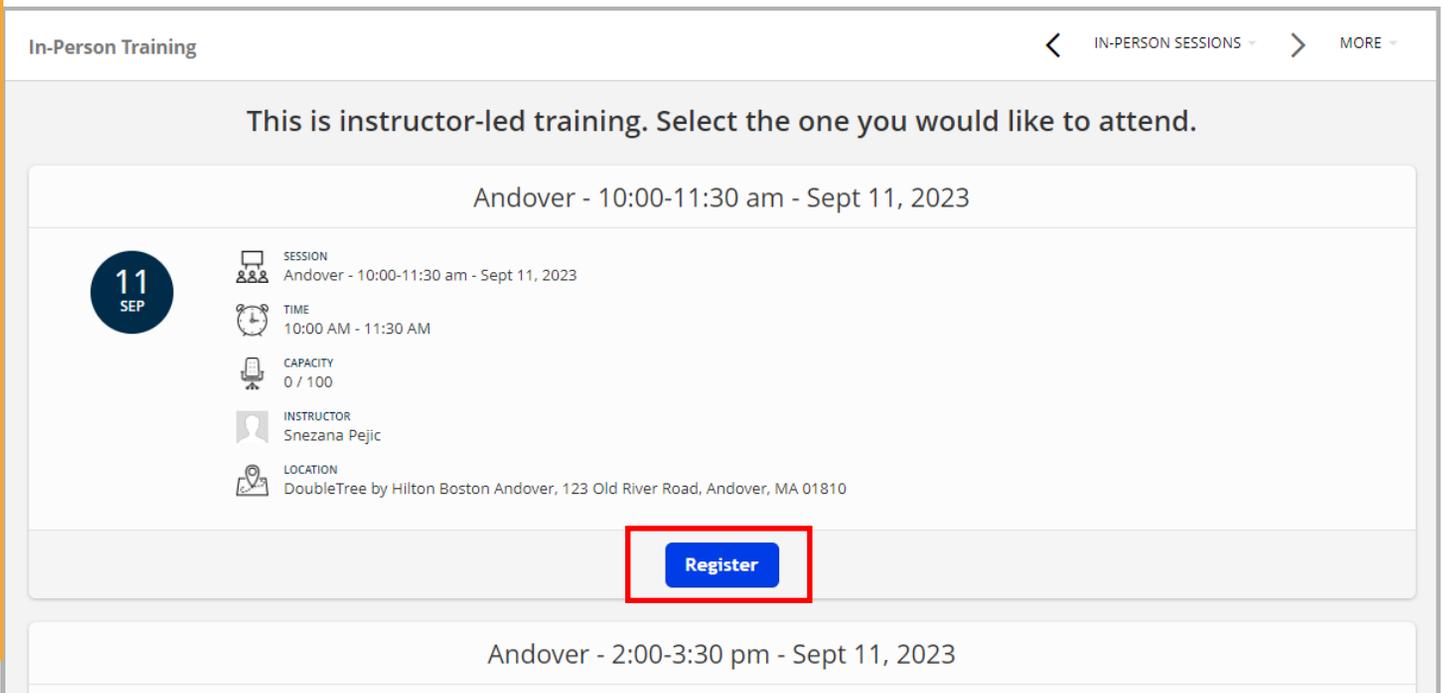
8

Clique no botão **Click here to continue button** (Clique aqui para continuar) para passar para a próxima tela (ecrã) e selecionar uma data e hora para o seu treinamento. Você pode escolher presencial, virtual, ou a ritmo próprio.



9

Selecione **Register** (Registrar) para a sessão de que você deseja participar.



10

Após o registro, “The session you registered for is listed below” (“A sessão na qual você se inscreveu está listada abaixo”). Uma barra verde também aparecerá alertando você para verificar o seu e-mail para obter a confirmação da inscrição no treinamento.

In-Person Training

< IN-PERSON SESSIONS > MORE

The session you registered for is listed below.

Lenox - 10:00-11:30 am - Sept 13, 2023 (clone)

13 SEP

SESSION
Lenox - 10:00-11:30 am - Sept 13, 2023 (clone)

TIME
10:00 AM - 11:30 AM

CAPACITY
1 / 64

INSTRUCTOR
Snezana Pejic

LOCATION
Marriott Berkshires, 70 Pittsfield Road, Lenox, MA 02140

Click here to reschedule

Add session to your calendar

Registered - check your email for a training confirmation

11

Agora você pode adicionar a sessão ao seu calendário clicando no botão **Add session to your calendar** (Adicione sessão ao seu calendário) ou fazendo uma anotação dele. Agora feche a janela.

Parabéns! Agora você está registrado.

In-Person Training

< IN-PERSON SESSIONS > MORE

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13 SEP

SESSION
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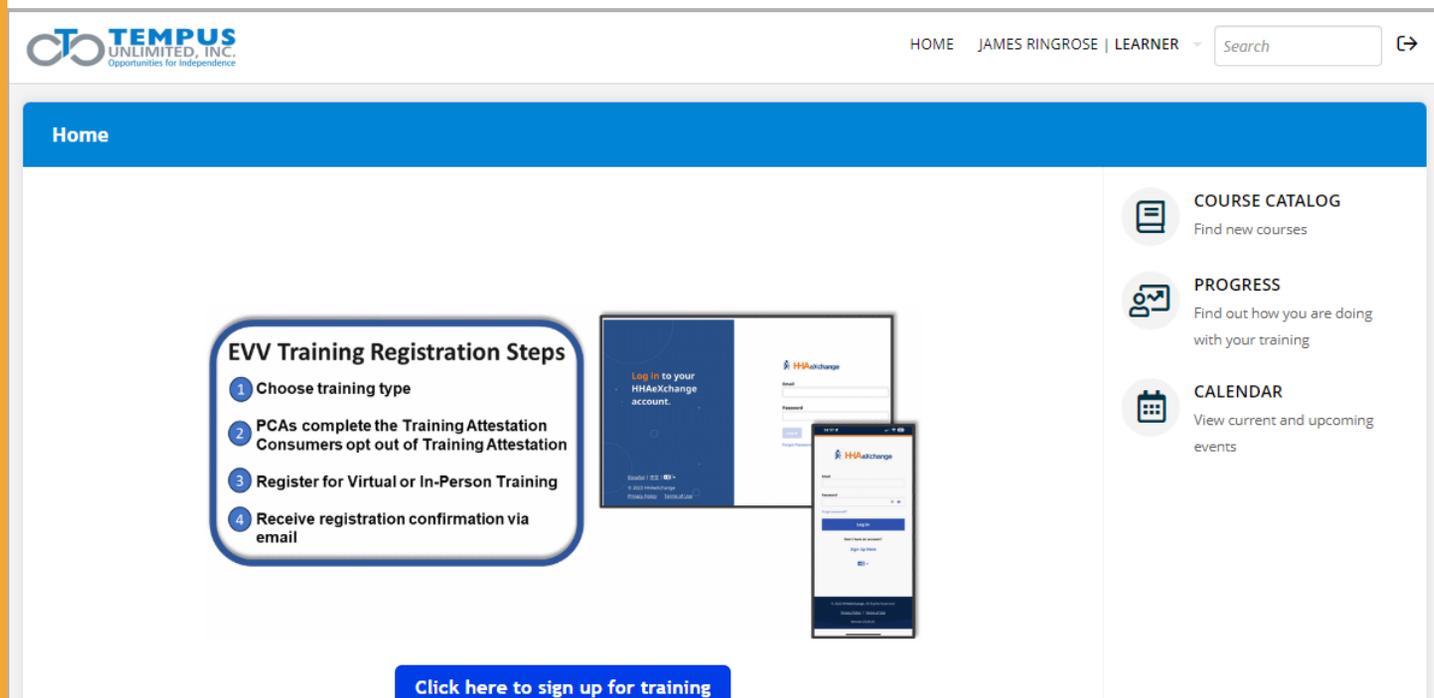
Click here to reschedule

Add session to your calendar

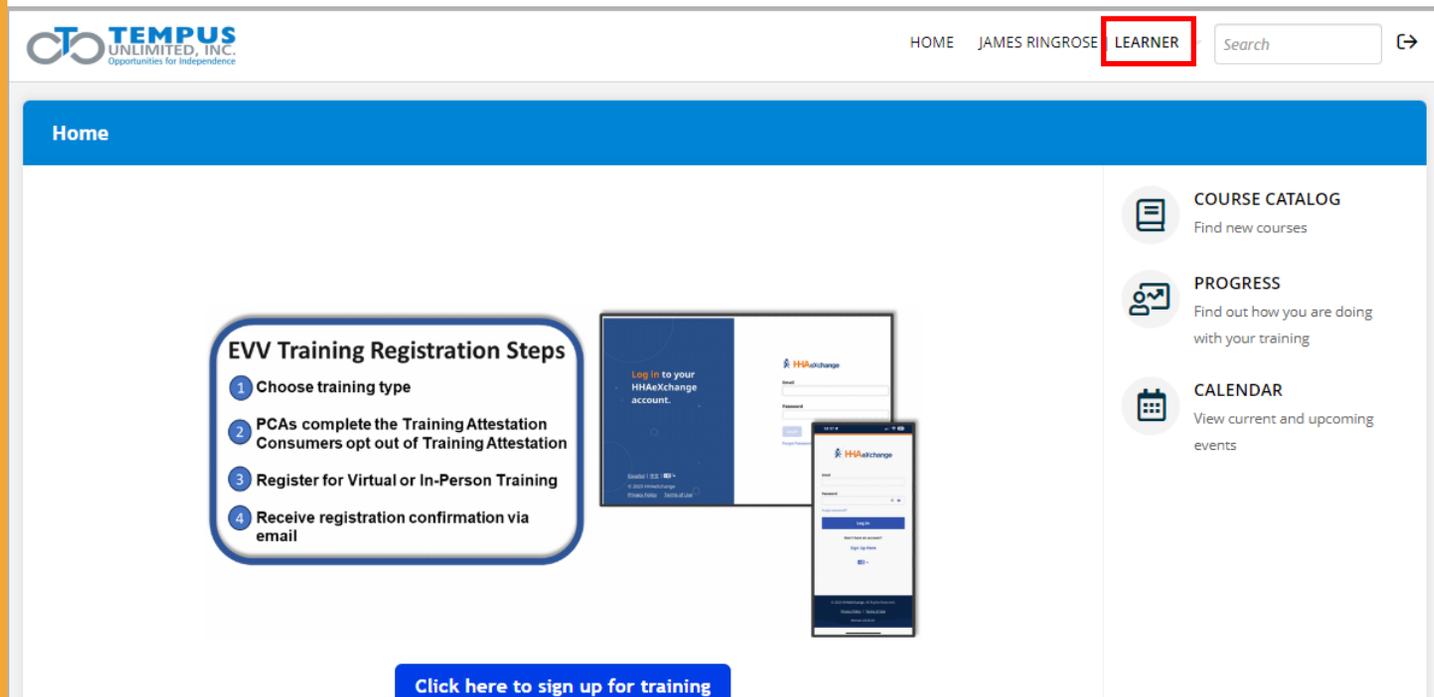
Registered - check your email for a training confirmation

Alterar o Idioma Predefinido

- 1 Antes de usar o sistema, você pode escolher o idioma no qual deseja trabalhar, caso não seja o inglês como idioma predefinido.



- 2 Clique em **Learner** (Aluno) à direita do seu nome.



3 No menu suspenso, seleccione **My info** (Minhas Informações).

TEMPUS UNLIMITED, INC. Opportunities for Independence

HOME JAMES RINGROSE | LEARNER Search

Home

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My info
My courses
My certificates
My progress
My groups
My branches
My files

COURSE CATALOG
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4 Role para baixo na página para encontrar **Language** (Idioma) no lado esquerdo e clique na seta para baixo.

TEMPUS UNLIMITED, INC. Opportunities for Independence

HOME JAMES RINGROSE | LEARNER Search

Home / James Ringrose

Info Courses Groups Branches Files Profile Progress Infographic

First name James

Last name Ringrose

Email address

Username jamesrcp

Password Blank to leave unchanged

Bio Short description up to 800 characters

Time zone (GMT -04:00) Eastern Time (...)

Language English

Exclude from emails ⓘ

5

Selecione o idioma que deseja usar.

The screenshot shows a user profile update form. At the top, there is a 'Time zone' dropdown set to '(GMT -04:00) Eastern Time (...)' and a 'Language' dropdown set to 'English'. The 'Language' dropdown is open, showing a search bar and a list of languages: English (highlighted), Español (Spanish), Deutsch (German), Français (French), Ελληνικά (Greek), Italiano (Italian), and Русский (Russian). Below the dropdown are input fields for 'Consumer/PCA ID', 'Learner Type', 'Wave', '1st Consumer # for PCA', '2nd Consumer # for PCA', '3rd Consumer # for PCA', and 'Company'. At the bottom, there is a blue 'Update user' button, the text 'or cancel', and a blue 'More ...' button.

6

E por fim, clique em **Update user** (Atualizar usuário) na parte inferior do formulário.

This screenshot is identical to the one above, showing the user profile update form with the language dropdown menu open. The 'Update user' button at the bottom is now highlighted with a red rectangular box, indicating the final step in the process.

7

O idioma deve mudar para sua nova escolha. Agora você pode clicar no botão Home (Início) ao lado do seu nome e agendar seu treinamento.

The screenshot displays a user profile page for James Ringrose. At the top left is the logo for TEMBUS UNLIMITED, INC. with the tagline 'Opportunities for Independence'. The top right shows navigation links for HOME, JAMES RINGROSE | LEARNER, and a search bar. Below the navigation is a blue header with 'Home / James Ringrose'. A menu bar contains 'Info', 'Courses', 'Groups', 'Branches', and 'Files', with 'Info' selected. To the right of the menu are buttons for 'Profile', 'Progress', and 'Infographic'. The profile information is organized into sections: 1. Personal Info: First name (James), Last name (Ringrose), Email address (empty). 2. Profile Pic: A placeholder icon with the text 'Upload profile pic'. 3. Login Info: Username (jamesrcp), Password (Blank to leave unchanged). 4. Bio: A text area with the placeholder 'Short description up to 800 characters'. 5. Preferences: Time zone (GMT -04:00 Eastern Time (...)) and Language (English). At the bottom, there is a checkbox for 'Exclude from emails' with an information icon.